



6. RENTAL HOUSING PROGRAM

The City Government's Rental Housing Program shall be made available exclusively to the underprivileged, homeless, and Informal Settler Families (ISFs) who cannot afford economic or low-cost housing. The term of lease shall be renewable every three (3) years commencing from the perfection of "*Kasunduan ng Pagpapaupa*," which shall govern the contract. The lease period shall not exceed twenty-five (25) years. The monthly rental fee shall be Eight Hundred Pesos (Php 800.00) to be paid by the Beneficiary on the date provided in the "*Kasunduan ng Pagpapaupa*." The monthly rental fee shall correspondingly increase every three (3) years, at a rate to be determined by the Local Housing Board (LHB). The increase in the rental fee shall be based on the accessibility of the housing unit, subject to review and consideration for appropriate amendments and revision.

If it shall be proven that the financial capacity and the socio-economic profile of the Beneficiary renders it difficult for him/her to pay the monthly rental, the same shall be given at a discounted rate. In this case, **to be entitled to the discounted rate**, the Beneficiary concerned shall be required to undergo a screening process upon submission of the required documents.

Office or Division:	Housing and Resettlement Division	
Classification:	Qualified for Multi-stage processing	
Type of Transaction:	G2C –Government to Citizen	
Who may avail:	underprivileged, homeless, and Informal Settler Families (ISFs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form to be provided by the Housing, Community Development and Resettlement Department (HCDRD) containing the names and photos of the Applicant and all members of his/her household		HCDRD
2. 1 Original and 1 photocopy-Proof of income (pay slips, etc.)		Company of the client
3. 1 Original and 1 photocopy Certificate of Employment and Compensation of formal income earners /Affidavit of Income for non-formal income earners, ex. Vendors and others		Company of the client; Client
4. 1 Original and 1 photocopy-Valid Government issued I.D. (preferably QCitizen ID)		Client (To secure from BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG) https://qceservices.quezoncity.gov.ph/
5. 1 Original and 1 photocopy Barangay Certificate of Residency		Barangay

Requirements to be entitled to the discounted rate after the screening process.	
1. 1 Original and 1 photocopy- Notarized Certificate of Employment and Compensation/Affidavit of Income for non-formal income earners, ex. Vendors and others	Employer of Client
2.1 Original and 1 photocopy Latest one month pay slip	Employer of Client
2.1 Original and 1 photocopy Certificate of Indigency	Barangay
4.1 Original and 1 photocopy- Case Study Report	HCDRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.The duly accomplished Application Form, together with all the aforementioned requirements, shall be submitted to the HCDRD.	1. Receive the application form and requirements (containing the names and photos of the Applicant and all the members of his/her household)	none	15 minutes	<i>Receiving Clerk Administrative Aide</i>
	1.1 Evaluate documents submitted to check if complete (and applicant is qualified for the rental housing program.)	none	2 days	<i>Project Coordinator Section/Division Housing and Resettlement Division</i>
2. After two (2) days) the applicant will follow up the result of review of submitted documents to HCDRD to check if complete. The applicant should also know if he/she is qualified for the rental housing project.	2.Inform the applicant if documents submitted are complete. The applicant shall be advised to submit other requirements which are not attached in the submitted documents.	None	15 minutes	<i>Project Coordinator Section/Division Housing and Resettlement Division</i>
3.The applicant will wait for the result of the qualification process.	3.The HCDRD will initiate start of the qualification process through BSAC.	None	90 days	<i>Beneficiary Selection and Arbitration Committee.</i>
	Total		<i>92 days 0 hour 15 minutes.</i>	

*An Applicant may be assigned to the appropriate socialized housing project of the City Government, if any, or to a waitlist. An Applicant assigned to a waitlist shall be stacked according to priority level and chronological order of application.

**Rental Housing
Program**

Qualified for Multi-stage processing